



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: August 15, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Print Materials, Cataloging, and Processing Services

SUMMARY:

This ordinance authorizes a contract with Baker & Taylor, LLC to purchase library materials, provide cataloging, processing services, electronic ordering and invoicing for the San Antonio Public Library for an annual cost of \$3,500,000.00 and a total cost of \$24,500,000.00 for the period commencing October 1, 2024 through September 30, 2029 with two additional, one-year renewals at the City's option. Funding in the amount of \$3,500,000.00 is available from the General Fund FY 2025 Proposed Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Baker & Taylor, LLC to purchase print materials in English, Spanish and other languages, cataloging and processing services, and electronic ordering and invoicing for the San Antonio Public Library (SAPL). These materials will support the collections of the 29 library locations. The vendor will provide a comprehensive spectrum of library materials in requested quantities to meet the needs

of an urban multi-branch public library system.

The SAPL's mission is to change lives through the transformative power of information, imagination, and ideas. For more than 110 years, the SAPL has been a vital center for free learning, knowledge, communication, culture and enjoyment within the City of San Antonio and for all Bexar County residents. The SAPL, in support of its overall mission, strives to ensure seamless access to excellent library service by partnering with contractors for the acquisition of newly released and replenishment of print materials.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for "Annual Contract for Print Materials, Cataloging, and Processing Services" (RFCSP 24-047, 6100017627) on January 16, 2024, with a submission deadline of March 5, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. Three proposals were received, and all three proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the SAPL and City Manager's Office. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 25 points were allotted for Experience, Background and Qualifications; 55 points were allotted for Proposed Plan; and 20 points were allotted for respondent's Price Schedule. Additional categories of consideration included references and financial qualifications. The evaluation committee met to discuss and score the three proposals on April 12, 2024. The top ranked firm was Baker & Taylor, LLC and is recommended for award.

A post-solicitation briefing was presented to the Audit Committee on May 14, 2024 with staff's recommendation for Council award.

The initial term of the agreement will be for the period commencing October 1, 2024 through September 30, 2029. Two additional, one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

This contract will provide print materials in English, Spanish and other languages, cataloging and processing services, and electronic ordering and invoicing for the SAPL to support the collections of the 29 library locations. This vendor will provide a comprehensive spectrum of library materials in requested quantities to meet the needs of the public library system.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the SAPL may be required to process individual procurements on an as needed basis thus effecting the cost and availability of print materials in English, Spanish and other languages.

FISCAL IMPACT:

This ordinance will approve a contract with Baker & Taylor, LLC to purchase library materials, provide cataloging, processing services, electronic ordering and invoicing for the SAPL for an annual cost of \$3,500,000.00 and a total cost of \$24,500,000.00 for the period commencing October 1, 2024 through September 30, 2029 with two additional, one-year renewals at the City's option. Funding in the amount of \$3,500,000.00 is available from the General Fund FY 2025 Proposed Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.